

## **Annexure II**

### **Form-1.Covering Letter**

From

To

The Executive Officer  
Kulasekharam Town Panchayat

Sir,

Sub: Engaging "Outsourcing Agency" to supply Manpower to carry out the Public Health works in Kulasekharam Town Panchayat in Nagercoil Zone, Kanyakumari District.

I/We.....Manpower agency / NGO / service society herewith enclosing the pre-qualification and financial proposal for selection of my / our organization agency to the Kulasekharam Town Panchayat, Nagercoil Zone.

We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in India namely "Prevention of Corruption Act 1988".

Yours faithfully,

(Authorized Representative)

Signature

Date

Full Name

Place:

Addres

## **Annexure II**

### **Form - 2**

#### **Detailed Profile and Expenditure of the Organization**

##### **1 General Particulars of Agency**

Name of the Agency	
Registered Address	
Phone No	
Email ID	
Name of the Contact Person	
Phone No. of the Contact Person	
E-mail id of the Contact Person	
Office Address	
Office / Branch in Other Status	

##### **2 Particulars of Agency**

Date of Establishment of the Agency	
Registration No.	
Registration Authority / Act	
Validity of Registration	
Service Tax Registration No.& Validity	
Provident Fund Registration No.	
Empanelment with other Govt. / Govt/ undertakings	
Type of the Agency	
• Society	
• Trust	
• Company	
• Cooperative Society	
• Other	

Signature of Tenderer

List of Directors / Members in the Governing Body (Name and Contact numbers)	
Number of full time qualified staff	
Number of other staff who are semi qualified / unqualified	
PAN No.	
TAN No.	
ITR	

### 3. Financial Particulars of the Agency

Financial Year	Turnover from Professional	Turnover from other Activities	Total Turnover	Income Tax return filed (Yes / No)
2018-2019				
2019-2020				
2020-2021				

#### Audited Balance Sheet

Financial Year	Audit of Balance Sheet (Yes / No)	Remarks
2018-2019		
2019-2020		
2020-2021		

#### Annual Report

Financial Year	(Yes / No)	Remarks
2018-2019		
2019-2020		
2020-2021		

Signature of Tenderer